



Meeting Room Rental Agreement

Name _____ Date _____

Group name _____

Mailing address _____ Phone _____

E-mail _____ Approximate attendance _____

Date(s) requested _____ to _____ Time _____ to _____ (include set up time)

Purpose of rental use _____

Terms

- Room availability is Monday-Friday 8:00 a.m.-5:00 p.m. (Special arrangements may be made, *with approval*, for weekends at two times current published rate.)
- All individuals and/or businesses must complete a room rental agreement form.
- Payment is due on the day of the meeting room use and a credit card number will be held as a deposit when reservations are made.
- Cancellations must be made one week prior to the scheduled event or the renter will be penalized for the total fee of the rental.
- Creve Coeur Workspace can provide catering options if you would like to serve breakfast, lunch, or refreshments.
- Booking 6+ events in 12 months will give renters a 10% discount if payment is received prior to first event.

Regulations

- Renters are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to staff immediately.
- The room must be left in a neat, clean, and orderly condition. If these conditions are not met, a Room Cleanup Fee of \$100.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group. Individuals holding events assume responsibility for any damage to rooms. Contents of equipment used will be charged for any necessary repairs or replacement.
- Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- It is understood that AMG Corporate Offices/Creve Coeur Workspace is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold AMG Corporate Offices/Creve Coeur Workspace harmless of any such damages.

Additional Fees

- B+W Copies 8 ½ x 11 \$0.15 1st 500; \$0.12 2nd 500; \$0.10 3rd 500
- B+W Copies 11x17 \$0.25 per page
- Color Copies 8 ½ x 11 \$1.00 per page
- Color Copies 11 x 17 \$1.25 per page
- Outgoing/Incoming Faxes \$0.50 per page
- Scan to Email \$0.50 per page
- Over contracted time \$75.00/hour
- Video Conferencing \$150.00/hour
- Projector \$25.00/day
- Coffee \$10.00/carafe
- Additional Chairs \$3.50 1st/ \$1.00 each additional
- Catering (see staff) cost + 20%
- USB Cord \$10.00/day
- Guest Wi-Fi \$10.00/guest (one device included with room fee)

Room set up instructions if required:

Checks payable to AMG Corporate Offices

By signing and returning this form the patron hereby agrees to the rental policies set forth. If violation to any of these conditions set forth in this agreement occurs, the patron may be subject to monetary penalties and will lose the privilege of renting this meeting facility in the future.

Signature _____ Date _____

Credit card # _____ Exp. _____ CVV _____

The form must be returned as soon as possible in order to confirm your meeting room date and time.
Return completed form by mail, email, or fax:

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